

CFDA No. 45.024
NEAPS1201

Program Solicitation: *Design for Accessibility*

Proposal Receipt Deadline: December 1, 2011

The Arts Endowment requires organizations to submit their proposals electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your validated and accepted proposal no later than 11:59 p.m. on the deadline date above. We strongly recommend that you **submit at least 10 days in advance of the deadline** to give yourself ample time to resolve any problems that you might encounter.

Background

The vision of the National Endowment for the Arts (NEA) is a nation in which the arts enrich the lives of all Americans and enhance the livability of communities. The NEA's Office of Accessibility is an advocacy-technical assistance arm of the Arts Endowment whose mission is to make the arts more accessible to all Americans, including people with disabilities, older adults, veterans, and people living in institutional settings. It also helps cultural organizations comply with the Arts Endowment's Section 504 regulations and the Americans with Disabilities Act.

The NEA, partnering with outside organizations and government agencies, developed two publications to aid and assist organizations with accessibility and compliance with access-related regulations. *Design for Accessibility: A Cultural Administrator's Handbook*, published in 2003, was created to help cultural organizations comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), as well as to make access an integral part of planning, programs, and outreach. The Handbook's companion, the 2004 *Accessibility Planning and Resource Guide for Cultural Administrators*, outlines a step-by-step process for achieving accessible programming and includes narrative examples of "best practices" in cultural accessibility. Both documents are available for download from the NEA website (www.arts.gov).

While these publications have proven valuable to the cultural access field, they are now outdated, as accessibility laws and technology have changed. In addition, the current publication formats (PDF and print) do not utilize more flexible web interfaces currently available. Updated content and a new, modern interface will greatly benefit the field. Therefore, the NEA is partnering with the National Endowment for the Humanities (NEH) and the Institute of Museum and Library Services (IMLS) to support an updated cultural accessibility resource.

Scope of Work

The purpose of this Program Solicitation is to select an organization (Cooperator) to develop a comprehensive online resource of up-to-date cultural accessibility technical assistance. In brief, the Cooperator will:

- As its primary task, create a website that integrates new and existing cultural accessibility resources. This will feature updated information previously contained in the *Design for Accessibility: A Cultural Administrator's Guide* and *Accessibility Planning and Resource Guide for Cultural Administrators* publications, as well as other relevant cultural accessibility resources. This website will be an accessible, free-standing interface that allows for easy navigation, updates, and expansion, and that complies with Section 508 of the Rehabilitation Act.
- Work with the Arts Endowment to create a task force to serve as a project resource for this activity.
- Research changes in the ADA and other relevant regulations as they pertain to cultural organizations and facilities, and ensure that information on the website reflects current regulations and policies.
- Research recent research studies, effective practices, and other cultural accessibility resources for possible inclusion in an online database within the website.
- Develop, and include on the website, a compelling case that enhancing accessibility is an asset for an organization, not just the law. This case should cover all forms of access (i.e., physical, programmatic), encourage the engagement of diverse audiences in programs, and include all forms of disability.
- Provide all content as it relates to laws and regulations to the NEA Project Director for review and clearance by the NEA General Counsel.
- Work with the NEA Public Affairs Office, through the NEA Project Director, to develop and conduct a marketing and distribution strategy to disseminate and publicize the online resources to cultural organizations, libraries, accessibility organizations, and state and local governments.

Detailed Requirements

This project will be managed by the Arts Endowment's Office of Accessibility in consultation with representatives from NEH and IMLS, as well as the NEA's Office of General Counsel and Office of Public Affairs. The Cooperator will work with the NEA Project Director on all aspects of this project.

The Cooperator will:

1. Work with the NEA's Office of Accessibility to refine the details and schedule of all components of this project.
2. Secure NEA approval of any consultants, contractors, or partner organizations that will be working on this project before they are engaged.
3. Work with NEA's Office of Accessibility to develop a pool of potential task force members. These individuals will be expected to provide periodic input on various aspects of the project, including: identification of existing and new resources, potential partnerships that can be cultivated to benefit the project, potential marketing opportunities, the perspective and needs of the disability community, the perspective and needs of cultural organizations, and the overall content of the website.

The task force must be composed of experts in the field, be culturally diverse, and include people with disabilities. The following should be considered for representation:

- Cultural access organizations
 - Accessibility and architectural access experts
 - State Arts Agencies and Regional Arts Organizations
 - Arts, cultural, and library service organizations
 - Agencies representing people with disabilities
4. Contact potential task force members to inquire about their interest and availability in participating. Provide a proposed roster of candidates to the Arts Endowment for approval. The final task force should have no more than eight members.
 5. Provide to the NEA for approval a plan for convening the task force members. It is anticipated that the task force will convene primarily by regular conference calls, but at least once in person. The Cooperator will be responsible for paying travel and per diem costs for any in-person meeting(s). Meeting participants must adhere to standards of conduct consistent with those reflected in the *NEA's Standards of Conduct for Panelists, dated November 2010*.
 6. Convene the task force to gather suggestions for the website, resources, criteria for selecting effective practices, and other project components.
 7. Integrate existing and new cultural accessibility resources into a website that features the following:
 - An infrastructure that reflects the content of the chapters in the *Design for Accessibility* handbook, updated to reflect current laws, research, technologies, terminology, and effective practices.

- Information from the *Accessibility Planning and Resource Guide for Cultural Administrators*, to include accessible, printable checklists. This information and these checklists should be integrated, where applicable, into the chapters and information from the *Design for Accessibility: A Cultural Administrator's Handbook*.
 - A structure that allows users to move from basic concepts to richer content, research, effective practices, and resource lists through web links.
 - Use of a database-driven content management system to enable ease of future updates to resource lists and other components.
 - Separate web pages that compile: 1) the list of resources featured throughout the web content, 2) the list of research studies featured throughout the web content, and 3) the effective practices featured throughout the web content.
 - Keyword search capabilities throughout the entire website.
 - Examples of effective practices for accessibility programming by arts and cultural organizations, libraries, and state and local governments. These resources must:
 - Reflect geographic and demographic diversity.
 - Represent a variety of approaches to accessibility.
 - Include practices that incorporate universal design in programs and/or facilities.
 - Include brief program summaries, photos that illustrate the programs, and contact information for each organization.
 - Include a sampling of practices from the NEA/NASAA National Accessibility Leadership Award winners, as appropriate.
 - Include programs that engage people with disabilities, aging populations, disabled veterans, and people in healthcare settings.
 - Include programs that make a compelling case that enhancing accessibility is an asset for an organization, not just the law.
 - Include programs that are innovative and show evidence of full inclusion.
 - Include research and reports published after 2003.
 - Graphics, photos, illustrations, stories, and quotations that supplement the information in a meaningful way.
 - Training materials, based on the web tool's content, that can be downloaded and used for training staff and partners. The materials may include PowerPoint slides, outlines, scripts, discussion questions, and other items as appropriate.
 - A set of printable documents, in accessible PDF format, to include an executive summary, brochures or fact sheets, and/or the entire guide.
8. Secure any rights or permissions necessary for including content developed by others on the website, consistent with requirements established by the NEA's Office of General Counsel.
 9. Ensure that all components of the website, including all text, video, audio, and graphics, comply with Section 508 of the Rehabilitation Act and do not present barriers for any users.

10. Submit mock-ups of the website to NEA's Office of Accessibility for approval.
11. Develop the website. During development, consult with the NEA Public Affairs Office and Information Technology Management, through the Project Director, to ensure that the technical aspects of the website will allow for efficient transfer to the NEA at the end of the project period for hosting on the NEA website (see 16. below).
12. Work with the task force to solicit input on, pilot, and troubleshoot the website.
13. Work with NEA's General Counsel, through the NEA Project Director, to review all website and database content as it relates to laws and regulations.
14. Provide each completed component of this project to the NEA for final approval. As each component is approved, post it online on the Cooperator's website. Make any updates or additions that are appropriate throughout the period of this Cooperative Agreement.
15. Work with the NEA Public Affairs Office, through the NEA Project Director, to develop plans to market and distribute information on the online resources and training materials to appropriate organizations, publications, and other information sources in the arts and culture, library, accessibility, and education fields. Implement the plans once approved.

This may include the development of marketing materials such as brochures or postcards to publicize the website. Applicants should allow for the printing of such items in their budget.
16. Host the website through the end of the project period. During this time, update the website information as necessary to reflect any changes in relevant laws, regulations, or resources. Invite feedback from users, troubleshoot, and make any technical adjustments necessary to enhance navigability. Track hits on the website for reporting to the NEA. At the end of the project period, transfer the website to the NEA for hosting on www.arts.gov.
17. Submit basic marketing data and website hits through the end of the project period to the NEA's Office of Accessibility.
18. No later than 90 days after the completion or termination of the Cooperative Agreement, submit to the NEA's Grants & Contracts Office/Cooperative Agreement Section and to the NEA Project Director, a Final Descriptive Report (FDR) and a Federal Financial Report (FFR), Standard Form 425.

Responsibilities of the NEA Project Director

The NEA Project Director for this Cooperative Agreement will be the Accessibility Director, who will work closely with NEA staff in the Office of General Counsel and Public Affairs on this project. The NEA Project Director will also consult with representatives of NEH and IMLS to make sure that the perspectives and concerns of those agencies' constituencies are addressed. The Project Director will:

1. Work with the Cooperator to refine the project plans and schedule.
2. Approve any consultants, contractors, or partner organizations that will be working on this project.
3. Provide the Cooperator with suggestions for members of the task force. Approve the final roster of members.
4. Approve the Cooperator's plans for convening meetings of the task force. Participate in these meetings as available and appropriate. Invite other NEA staff members, as appropriate.
5. Work with the Cooperator and task force to develop criteria for selecting effective practices to include on the website.
6. Review and approve mock-ups of the website. Consult with the Public Affairs Office and Information Technology Management to ensure that technical aspects of the website will allow for efficient transfer to the NEA at the end of the project period.
7. Work with the Cooperator and the NEA's Office of General Counsel to review all website content as it relates to laws, regulations, and secured rights, as appropriate.
8. Review and approve each component of this project (website, training materials, and printable documents) before it is posted online.
9. Work with the Cooperator and the NEA's Office of Public Affairs to develop marketing and distribution plans for this project. Give final approval to the proposed plans and materials.
10. Act as liaison between the Cooperator and NEH and IMLS, as well as any other NEA staff (e.g., General Counsel, Public Affairs) that might be involved in this project.

Tentative Schedule

The schedule below is a very general, tentative schedule only. **Applicants should propose any schedule starting on or after June 1, 2012, that suits their organization.** The Arts Endowment will work with the Cooperator to refine dates as the Cooperative Agreement is developed.

June 1, 2012	Earliest start date for period of support.
June 2012	Cooperator refines project plans with NEA; Cooperator works with NEA to develop task force and plans for convening task force.
July 2012	Cooperator submits proposed project consultants and task force members for NEA approval.
July 2012–January 2013	Cooperator works to integrate existing and new cultural accessibility resources, and to create training materials based on these resources. Cooperator to secure any rights or permissions necessary to include content developed by others on the website.
August 2012	Initial convening of task force members.
October 2012	Cooperator submits mock-ups of website to NEA.
December 2012	Cooperator develops website in consultation with NEA.
January 2013	Cooperator works with task force to review and troubleshoot the website.
February–May 2013	Cooperator works with NEA to review all website and database content.
June–July 2013	Cooperator provides each component of the project to the NEA for final approval. Cooperator posts resources online as each component is approved by NEA and works with the NEA to develop plans to market website.
July 2013	Cooperator launches the website for the public.
August–November 2013	Cooperator updates website content and makes technical adjustments as necessary.
November 30, 2013	Period of support ends. Cooperator submits marketing numbers and online visitor statistics to NEA. Website transferred to NEA.
February 28, 2014	Cooperator's final reports due to NEA.

Award Information

Cooperative Agreement Amount

The NEA expects to award one Cooperative Agreement of up to \$180,000, contingent upon the NEA's FY 2012 appropriation. This amount reflects funds provided by NEH and IMLS as well as NEA.

There is no matching requirement for this Cooperative Agreement. However, the NEA welcomes proposals that include support for this project from other sources.

An organization may not receive more than one Arts Endowment award for the same project during the same or an overlapping period of support.

Period of Support

This Cooperative Agreement will begin no earlier than June 1, 2012, and may extend for up to 18 months.

Applicant Eligibility

Nonprofit, tax-exempt 501(c)(3), U.S. organizations; units of state or local government; or federally recognized tribal communities or tribes may apply. While partnerships are encouraged, the lead applicant must meet the following requirements for eligibility:

- Meet the Arts Endowment's "[Legal Requirements](#)" at the time of application.
- Have submitted acceptable Final Report packages by the due date(s) for all Arts Endowment award(s) previously received.
- Have at least a three-year history of cultural accessibility programming.

The designated fifty state and six jurisdictional arts agencies (SAAs) and their regional arts organizations (RAOs) may serve as partners, but not as lead applicants. However, all grant funds must go to the other partners.

How to Prepare and Submit an Application

You are required to submit your application electronically through Grants.gov, the federal government's online application system. **The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on December 1, 2011.** We strongly recommend that you submit at least 10 days in advance of the deadline to give yourself ample time to resolve any problems that you might encounter.

Before you submit through Grants.gov for the first time, you must be registered. This is a multi-step process for which you should allow at least two weeks. Registration must be completed before you can apply. See "[Get Registered](#)." for details. If you have already registered with Grants.gov, renew/verify your registration with Grants.gov and make sure that all of your information is current before you apply.

See "How to Prepare and Submit an Application" on pages 11-21 for further instructions.

Application Review

Proposals will be reviewed on the basis of the following criteria.

The **artistic excellence** of the project, which includes the:

- Quality and creativity of the proposed approach to this project.

The **artistic merit** of the project, which includes the:

- Potential of the project to provide a significant accessibility resource for the arts and cultural, library, and related fields.
- Applicant's experience with similar activities as they relate to both the subject matter and technical aspects of this project.
- Degree to which this project correlates to the applicant's mission and programs.
- Ability to carry out the project based on such factors as the appropriateness of the budget, the quality and clarity of the project goals and design, the resources involved, and the qualifications of the project's personnel.
- Strategy to publicize and disseminate the project resources.
- Appropriateness and experience of any proposed partner(s).

All applications are reviewed by an advisory panel. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the Chairman of the National Endowment for the Arts. The Chairman reviews the Council's recommendations and makes the final decision on all grant awards. It is anticipated that applicants will be notified of award or rejection in May 2012.

Travel Policy

Travel costs -- including lodging, meals, and incidental expenses -- must be reasonable and allowable in accordance with the Cost Principles contained in OMB Circulars A-122, A-21, or A-87 (and found in title 2 CFR, sec. 230, 220, and 225, respectively) as applicable. These costs must not exceed:

- Travel charges normally allowed by the applicant's institutional policy. (The selected organization must submit a copy of this policy, if it exists, to the Arts Endowment Grants & Contracts Office before a Cooperative Agreement can be finalized.)
- In the absence of an institutional policy on travel costs, costs established in the government-wide Federal Travel Regulation.

No federal or matching funds can be used to support federal staff travel.

Crediting Requirement

The Cooperator must clearly acknowledge support from the National Endowment for the Arts, the National Endowment for the Humanities, and the Institute of Museum and Library Services on its website and in related material. The Arts Endowment may provide the Cooperator with specific requirements for this acknowledgment.

Subsequent Cooperative Agreements

The Arts Endowment may enter into subsequent Cooperative Agreements with the recipient of this Cooperative Agreement. Any such future Cooperative Agreements, however, would be subject to agency priorities, the availability of funds, Cooperator performance, and the agency's regular review process.

General Terms and Conditions

National Endowment for the Arts Cooperative Agreements are subject to the *General Terms and Conditions for Grants and Cooperative Agreements to Organizations*.

Agency Contacts

If you have questions about programmatic requirements, contact:

Beth Bienvenu
Accessibility Director
202/682-5567
bienvenub@arts.gov
OR
Katie Lyles Levy
Accessibility Specialist
202/682-5733
levyk@arts.gov

If you have questions about award administration, contact:

Nicki Jacobs
NEA Grants & Contracts Officer
202/682-5403
jacobsn@arts.gov

[REMINDER: If you have questions about your Grants.gov registration or the mechanics of getting your application through the Grants.gov system, you should contact Grants.gov, not the Arts Endowment. Call the Grants.gov help desk at 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov Web site at [Help](#). The Grants.gov Contact Center is available 24 hours per day, seven days a week.]

Reporting Burden

The public reporting burden for this collection of information is estimated at an average of 20 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Arts Endowment welcomes any suggestions that you might have on improving its Program Solicitations and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Office of Guidelines & Panel Operations, Room 621, National Endowment for the Arts, 1100 Pennsylvania Avenue, NW, Washington, DC 20506-0001. NOTE: Applicants are not required to respond to this collection of information unless it displays a currently valid U.S. Office of Management & Budget (OMB) control number.

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OMB No. 3135
Expires 11/30/2013

How to Prepare and Submit an Application

Organizations are required to submit their applications electronically through Grants.gov, the federal government's online application system.

The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on December 1, 2011. We strongly recommend that you submit at least 10 days in advance of the deadline to give yourself ample time to resolve any problems that you might encounter. The Arts Endowment will not accept late applications. In addition, you may have a better experience if you submit outside of Grants.gov's hours of heaviest usage, generally 12 noon to 5:00 p.m., Eastern Time.

Register or Renew/Verify Your Registration with Grants.gov

NOTE: Grants.gov has implemented new security requirements for the use of the Grants.gov system. Among the changes, applicants are now required to change their passwords every 90 days. See www.grants.gov for more details.

It is your organization's responsibility to create and maintain a regularly updated registration with Grants.gov. This includes registration with the **Central Contractor Registration (CCR)**, where your organization's information must be renewed annually. **Finalize a new or renew an existing registration at least two weeks before the application deadline.** This should allow you time to resolve any issues that may arise with Grants.gov or CCR. Failure to comply with these requirements may result in your inability to submit your application.

If your organization is not yet registered, go to Grants.gov's [Get Registered](#). **Allow a minimum of two weeks for this multi-step, one-time process.** If your organization already has registered, **renew your registration with CCR and verify that your registration with Grants.gov is current.**

If you have problems with registration:

- CCR Assistance Center: Call 1-866-606-8220, send a message through the website at www.ccr.gov, or see the information posted on the CCR website at [Help](#).
- Grants.gov Contact Center: Call 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov website at **Help**. The Grants.gov Contact Center is available 24 hours a day, 7 days a week.

Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline.

You do not need to complete the registration process to download the application package and begin to prepare your material (see below). However, you will need your Grants.gov Username and Password that you obtain during the registration process to submit your application.

Download the Application Package

1. Verify your software.

You must have a version of Adobe Reader that is supported by Grants.gov installed on your computer before you download your application package from Grants.gov. Non-compatible versions of Adobe Reader or other Adobe products will lead to errors and prevent you from submitting your application. If more than one computer will be involved in the preparation of the application package, ensure that the same version of Adobe Reader is used.

Please go to "**Download Software**" to see the compatible versions of Adobe Reader and, where necessary, to download and install the appropriate Adobe Reader software.

2. Access the application package on Grants.gov by clicking on the link below:

DOWNLOAD

[Funding Opportunity Number: NEAPS1201

This will bring you to the "Selected Applications for Download" screen.

Download the application package and follow the instructions below. **It is not necessary to download the instructions from Grants.gov as you will merely be directed back to the instructions in this document.**

3. When you download the application package, the Grants.gov "Grant Application Package" screen will open. Click on the "Save" button at the top of the form and **save the application package to a location on your computer or network where you can find it readily**. Save your application each time that you work on it. You will get the message: "The File already exists. Replace existing file?" Click "Yes" to ensure that you always save the most recent version.
4. In the "**Mandatory Documents**" box, you will see three forms. You must move these forms to the "**Mandatory Documents for Submission**" box before you can open them. Once moved, the three forms merge into a single document. You can access each form by clicking on it to highlight it and then clicking on the "**Open Form**" box OR you can scroll down your screen and you will come to each form in succession.

The three forms are:

- **Application for Federal Domestic Assistance/Short Organizational Form (SF-424)**: This form asks for basic information about your organization and project. Complete this form first. Data entered here will populate fields of other forms where possible. Instructions for completing this form begin on page 14.
- **Project/Performance Site Location(s) Form**: This form collects information about the primary site location where the project will be performed. Instructions for completing this form begin on page 16.
- **Attachments Form**: This is not a form in the conventional sense, but rather a place to attach additional items (e.g., your application narrative and the Project Budget Form) that must be included for your Grants.gov application package to be considered complete. Instructions for completing this form begin on page 17.

Submit Your Electronic Application

1. Check the size of your electronic application. The total size should not exceed 10 MB.
2. To begin the submission process, click the **"Save & Submit"** button. [This button will not become active (and turn from light to dark gray) until you have saved your application with all required fields completed. Clicking this button will prompt you to save your application package one last time. When asked if you want to replace the existing file, click "Yes." You will then be reconnected to Grants.gov and the Internet.] **You will be prompted to provide your Grants.gov Username and Password that you obtained during registration.**
3. Click the **"Login"** button. This will bring you to the "Application Submission Verification and Signature" screen, which provides a summary of the Funding Opportunity for which you are applying. Click the "Sign and Submit Application" button to complete the process. **Be certain that you are satisfied with your application before you click this button. No revisions to your application are possible through Grants.gov once it is submitted.**

If you have difficulty submitting, go to [Adobe Reader Error Messages](#) or [Applicant Resources](#) for several tools and documents to help you.

4. Ensure that your application was validated and accepted by the Grants.gov system. Go to **Track My Application** to track the validation and progress of your application submission through Grants.gov. After the Arts Endowment retrieves your application from Grants.gov, log in to the Grants.gov system by using your Username and Password to receive your Agency Tracking Number (this will be the Arts Endowment-assigned application number).

Instructions for the Application for Federal Domestic Assistance/Short Organizational Form (SF-424)

NOTE: All asterisked (*) items and yellow fields on this form are required and must be completed before you will be able to submit the form. Do not type in all capital letters when completing the form. Enter information directly into the form. Do not copy from an old application package or another document and paste into the form.

1. **Name of Federal Agency:** Pre-populated.
2. **Catalog of Federal Domestic Assistance Number:** Pre-populated.

3. Date Received: This will be filled automatically with the date that you submit your application; leave blank.

4. Funding Opportunity Number: Pre-populated.

5. Applicant Information:

a. Legal Name: Enter the legal name of your organization as it appears in the current IRS 501(c)(3) status letter or in the official document that identifies the organization as a unit of state or local government, or as a federally recognized tribal community or tribe.

b. Address:

Use Street 1 for your street address or post office box number, whichever is used for your U.S. Postal Service mailing address. Street 2 is not a required field and should be used **only** when a Suite or Room Number or other similar information is a necessary part of your address. Do **not** use Street 2 to give a second address for your organization.

In the Zip/Postal Code box, enter your **full 9-digit zip code** that was assigned by the U.S. Postal Service. (You may look it up at www.usps.com/zip4/.)

d. Type of Applicant: Select the item that best characterizes your organization from the menu in the first drop down box. Additional choices are optional.

e. Employer/Taxpayer Identification Number (EIN/TIN): Enter the 9-digit number that was assigned by the Internal Revenue Service; do not use a Social Security Number.

f. Organizational DUNS: All organizational applicants for federal funds must have a DUNS number, which is recognized as the universal standard for identifying organizations worldwide. **The number that you enter here must agree with the number (either 9 or 13 digits) that you used with the CCR (Central Contractor Registration) as part of the Grants.gov registration. Otherwise, your application will not be validated by Grants.gov and will be rejected.**

g. Congressional District: Enter the number of the Congressional District where the applicant organization is located. Use the following format: 2 character State Abbreviation-3 character District Number. For example, if your organization is located in the 5th Congressional District of California, enter "CA-005." If your state has a single At-Large Representative or your territory has a single Delegate, enter your two-digit state/territory abbreviation and "-000." If you need help determining your district, go to www.house.gov and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Enter "Design for Accessibility."

b. Project Description: Provide a two or three sentence summary description.

c. Proposed Project Start Date/End Date: Enter a start date no earlier than June 1, 2012. Your project may extend for up to 18 months.

7. Project Director:

Provide the requested information for the Project Director. Select a Prefix (e.g., Ms., Mr.) even though this is not a required field. Provide contact information, including an e-mail address, that will be valid through May 2012.

8. Primary Contact/Grant Administrator:

Provide the requested information for the individual who should be contacted on all matters involving this application and the administration of any Cooperative Agreement that may be awarded. Select a Prefix even though this is not a required field.

If this individual is the same as the Project Director, you may check the "Same as Project Director" box and not repeat information that you have already provided in Item 7. (If the Primary Contact/Grant Administrator is the same as the Authorizing Official, please complete all items under both 8 and 9 even though there will be some repetition.)

9. Authorized Representative:

Enter the requested information for the AOR (Authorized Organization Representative) who will be submitting this application to Grants.gov. Select a Prefix even though this is not a required field. The AOR must have the legal authority to obligate your organization. By clicking the "I Agree" box at the top of Item 9, this individual will be certifying compliance with relevant federal requirements on your organization's behalf. (These requirements can be found in the "**Assurance of Compliance**" section.) The "Signature of Authorized Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

Instructions for the Project/Performance Site Location(s) Form

NOTE: All asterisked (*) items and yellow fields on this form are required and must be completed before you will be able to submit the form. Do not type in all capital letters when completing the form. Enter information directly into the form. Do not copy from an old application package or another document and paste into the form.

This form collects information about the primary site, as well as additional sites, where project activity will take place. In most cases, the primary site will be the address of the applicant organization. If a portion of the project will take place at any other site(s), identify the site location(s) in the additional block(s) provided. Use up to 29 additional blocks as required (one for each site). Your responses will not be a factor in the review of your application.

For the Organization Name:

Enter the name of the organization where the activity will take place. This may be the applicant organization or another organization. The remaining fields in a block (e.g., DUNS number) are associated with the organization where the activity will take place.

For the Project/Performance Site Congressional District:

Use the following format: 2 character State Abbreviation-3 character District Number. For example, if the organization is located in the 5th Congressional District of California, enter "CA-005." If the project directly impacts all districts in a state, enter "all" for the district number. For example: "MD-all" for all Congressional districts in Maryland. If nationwide (all districts in all states), enter "US-all." If the state has a single At-Large Representative or the territory has a single Delegate, enter your 2 character state/territory abbreviation and "-000." If the project is outside the U.S., enter "00-000." If you need help determining a district, go to www.house.gov and use the "Find Your Representative" tool.

How to Use the Attachments Form

This "form" is not a form in the conventional sense. Rather, it is a place to attach documents that you have completed and saved elsewhere on your computer. Several important points:

1. Most of these attachments are documents (e.g., narratives) that you will develop in accordance with the instructions provided. Attachment 4 is a fillable form; you will find a link to it.
2. **Your non-form documents must be submitted as PDF (portable document format) files.** These documents can be created using any word processing software. When you have completed the document, save it to your computer and convert it to PDF before attaching. If you don't already have software to convert files to PDF, there are many low-cost and free software packages that can do this. To learn more, go to [PDF Conversion Programs](#).

Please convert your documents into PDF format in line with the guidance above. With possible exceptions for Attachments 6 and 7, **do not create PDFs of your electronic documents by scanning**. In the past, some applicants have printed their electronic documents and then scanned them, saving the scan in PDF format. PDFs created this way are much larger, and of lower quality, than PDFs created by the methods we recommend. No attachment should be more than 2 MB.

Do not embed non-printable media files (video and/or sound) in your PDF documents. Static images (e.g., pictures) are acceptable. Please do not enable any document security settings or password-protect any PDF file you submit to us.

3. For documents that you develop, label pages clearly with the name of the item (e.g., Application Narrative) and your organization's legal name. Leave a margin of at least one inch at the top, bottom, and sides of all pages. Do not reduce type below 12-point font size. Do not type in all capital letters. Within each attachment, number pages sequentially; place numbers on the bottom right hand corner of each page. Comply with all page limitations; excess pages will be removed and not be reviewed.
4. **Name your files as indicated below and attach them in the proper order.**
Please note that you cannot change the name of a file on the Attachments Form. Therefore make certain that each file is named correctly **before** you attach it.

When you open the Grants.gov Attachments Form, you will find 15 attachment buttons. By clicking on a button, you will be able to choose the PDF file from your computer that you wish to attach. Please attach the proper file to the proper button as listed below.

ATTACHMENT 1: ORGANIZATIONAL BACKGROUND

To this button, attach a **one-page Organizational Background statement**. The file name should indicate the name of your organization or a recognizable acronym followed by "OrgBackground.pdf" (e.g., "ABCOrgBackground.pdf"). Provide:

- Date organization was incorporated, if applicable.
- Mission/purpose of your organization.
- An overview of your organization's activities.
- A description of the community/region/audience that you serve.

ATTACHMENT 2: APPLICATION NARRATIVE

To this button attach an **Application Narrative of no more than five pages**. The file name should indicate the name of your organization or a recognizable acronym followed by "Narrative" (e.g., "ABCOrgNarrative"). Please organize your response a), b), c), etc. and use the boldfaced language below as a heading for each item. Address your preliminary suggestions/plans for:

- Any **partner organization(s)** that will have a significant role in your project.
- Possible members for the **task force** and your plans for convening them.
- **Overall concept** for the website.
- Researching and developing **website content** that integrates and updates existing and new resources into a user-friendly format that includes an accessible Internet database.
- **Means by which you will research and post** to the website examples of effective practices for accessibility programming by arts and other relevant organizations.
- **Other tools and resources**, such as training materials and printable documents, that you might include on the site.

- **Accessibility features** of the website and supplemental materials.
- **Marketing** and distributing information on the project resources.
- Your proposed **schedule** for the project.
- **Tracking hits** on the website for reporting to the NEA at the end of the project period. (This will help measure how the project contributes to the NEA outcome determined to be most relevant to this project, **Engagement: Americans throughout the nation experience art.**)

ATTACHMENT 3: BIOGRAPHIES OF KEY PROJECT PERSONNEL

To this button, attach brief, current **bios (at least two per page) for the key personnel** to be involved in the project (include contractors or consultants as appropriate). The file name should indicate the name of your organization or a recognizable acronym followed by "Bios" (e.g., "ABCOrgBios"). Wherever possible, include a bio for the individual who will have primary responsibility for the technical aspects of the website. If this individual has not been identified at the time of application, please include your criteria for selecting a contractor.

ATTACHMENT 4: PROJECT BUDGET

To this button, attach the **completed Project Budget Form**, Pages 1 and 2.

CLICK TO DOWNLOAD: [\[FORM\]](#) [\[INSTRUCTIONS\]](#)

The file name should indicate the name of your organization or a recognizable acronym followed by "Budget" (e.g., "ABCOrgBudget").

ATTACHMENT 5: LIST OF RELEVANT PROJECTS/PROGRAMMING

To this button, attach a selective, **representative list of programming, projects, and/or activities** that demonstrate your organization's three-year history with cultural accessibility programming. The items listed must have been carried out directly by your own organization. The file name should indicate the name of your organization or a recognizable acronym followed by "RelevantProjs.pdf."

Use the bullets below as a guide to possible column headings for your list; adjust them as appropriate for your organization. Submit a maximum of three pages.

- Year
- Title of the project or activity
- Key Personnel
- The location of the activity
- Dates of the activity

ATTACHMENT 6: LETTER OF CONFIRMATION (If relevant)

If your project is being carried out in cooperation with a key partner(s), to this button attach a letter of confirmation from that organization(s). This letter should also provide brief background information on the partner organization(s). The file name should indicate the name of your organization (the official applicant) or a recognizable acronym followed by "PartnerConfirmation" (e.g. ABCOrgPartnerConfirmation).

If you need to scan this item, please follow the guidance under "Documents" below.

ATTACHMENT 7: WORK SAMPLES

To this button, attach a concise selection of **work samples** that provide evidence of your work in the area of cultural accessibility and demonstrate your ability to carry out the project. Organizations whose projects involve a major partner may submit a sample from the partner as well. Work samples should be recent, concise, of high quality, and relate as directly as possible to this project.

The file name should indicate the name of your organization or a recognizable acronym followed by "Work Samples". If necessary, you may use more than one Attachment button to attach your work samples. If using more than one button, label your files "Work Sample A", "Work Sample B", etc.

Work Sample Formats

We will accept samples in the following formats. **Submit work in more than one format only if that is required for your project. The Arts Endowment welcomes concise presentations.**

- **Websites**

Do not submit your organization's general website. Only submit websites that are directly related to this project. Submit a single PDF with links to no more than four websites that represent your work. Include with each listing a brief description of the project or activity and note how it relates to this project. Include any necessary information on required plug-ins, passwords, or navigation paths.

- **Documents** (e.g., publications, programs, marketing material, training programs, etc.)

Submit no more than four documents that are recent and directly related to this project. Submit electronically in PDF format, or provide a PDF with links to electronic versions. Include any descriptive material necessary to provide context and show how your sample relates to the project.

If you have to scan material, please follow the guidance below:

- Scan images at a resolution of 300 dpi. Resolutions over 300 dpi will result in unnecessarily large files.
- Experiment with the JPEG quality settings. Saving the document as a "medium quality" or "low quality" JPEG will reduce the file size, and is not likely to reduce readability.
- When you have scanned the images, combine them into a single PDF file.
Submit a single file for each document; do not submit a separate file for each scanned page.

- **Digital images on PDF**

Combine no more than 12 digital images into a single PDF file. Image size should be consistent; 800 x 600 pixels is suggested. Each image file should not exceed 2 MB. For each image on your PDF, provide the title, date, and a description of the work/project/activity, and how it relates to this project.

Preview your samples before submitting them to ensure that there are no technical problems that might interfere with the panel's review of your work. Panelists generally spend no more than three to five minutes on the work sample(s) for each application.